Educational Planning Committee
Minutes of the May 12th, 2008 meeting
Campus Center 4, 1:30-3:00 p.m.

Unit Assessment Review Workgroup Meeting


EPC Resource Members Present: Phoebe Rivera and Sandy Thomsen

Faculty Guests: None

Call to Order: The meeting was called to order at 1:45 p.m. by Co-Chair Janice Silver.

1. Approval of the minutes from the April 21st meeting- tabled until May 19th.

2. The minutes of the May 5, 2008 meeting were reviewed and approved (Said Pazirandeh/Pat Flood).

3. The unit assessment review report was not available at this meeting so the committee discussed the validation process and received feedback from some of the validation teams.

4. Some of the discussion points were:
   - The need to develop definitive requirements for what meets criteria, doesn’t meet criteria and what needs to be sent back to the unit.
   - The importance of eventually having the departments present when going over the unit assessment reviews.
   - Viewing the return of a unit assessment back to a department as a request for more information.
   - The need to consider how the unit assessment fits with the college goals so that we can prioritize requests.
   - When returning unit assessments to departments, being specific on what is missing.
   - Along with sending the unit assessments back to the departments, attaching a letter stating that it was reviewed by EPC and that we would like more information in the specified areas.
   - Develop parameters for if something happens to a department i.e. a drop in enrollment, that we need a plan from the department to address it.
   - The need to link unit assessments with planning and budget.
5. **Next Steps:**
   - Abdo Malki recommended that a smaller subgroup of EPC meet in June to identify the criteria for returning unit assessments. Abdo Malki, Angela Echeverri, Pat Flood, Phoebe Rivera, and Janice Silver volunteered to be on the subgroup.
   - Janice Silver will send out an email to all validation team members requesting a brief statement identifying those units that are clearly acceptable, clearly need more information, and those that need further review. In addition, the email will request that the validation teams submit any units that were empty to Alma Johnson-Hawkins and Maury Pearl.
   - Maury Pearl will work on a report based on the summary page of each unit assessment review.

6. **Other items:**
   - Alma Johnson-Hawkins expressed a need for a faculty representative to be present when presenting the Educational Master Plan update to the Board. She inquired if Janice Silver was available, however she is not as she is giving a final exam at that time.
   - Written summaries of goals 2 and 3 are still needed for the Educational Master Plan update.
   - Alma Johnson-Hawkins inquired about the status of the Basic Skills expenditure plan since it needed to be submitted to the State. Phoebe Rivera stated that the Basic Skills committee submitted the list of prioritized action items to EPC and that the Basic Skills committee was waiting to hear back from EPC. The prioritized action items did not have a specified dollar amount attached to them. Alma Johnson-Hawkins will follow up.
   - Angela Echeverri stated that at the District Senate meeting, there was a proposal to give $108,900 of the CTEA funds to each college for the purposes of the exploration and development of new programs. It was stated that a process needs to be established for submitting proposals and that the programs need to be viable. The Academic Senate E-Board will need to meet with the President and Vice President of Academic Affairs to discuss the process.
   - Angela Echeverri also stated that the numbers in Project Match tripled and there is a need for counseling mentors. Angela Echeverri will drop off Project Match packets to the Counseling Office.

7. **Next meeting:** May 19th
8. **Adjournment:** The meeting was adjourned at 3:12 p.m.

Respectfully submitted
Michong Park